eMARS Trainer/Facilitator "Kick Off"
February 2, 2006

Agenda – Trainer/Facilitator "Kick Off" Meeting

- Welcome and Introductions
- Data Sheet
- Training Facilities
- Training Home Base Team
- Elluminate Software
- Roles & Responsibilities – Trainer
- Roles & Responsibilities – Facilitator
- Train The Trainer – (T3)
- eMARS Training Catalog
- Next Steps
- Wrap-Up

- **Training Needs Assessment**

  - 2,500 Users Requiring eMARS Training
  - 250 Training Sessions Required
  - 14,000 Participant Days

Trainer/Facilitator "Kick Off" Meeting

- Purpose & Goal for Today's Meeting

- Dedication & Commitment

eMARS Trainer/Facilitator Data Sheet

- Distributed at Sign In

- Information gathering

- Must be completed today

	Name:		Home Phone:		Cell Phone:
	Work Address:				Work Phone & Ext.
	Home Address (Including City)				
	Cabinet Name & Number:				
	Department Name & Number:				
	Available to Travel:		Dates Not Available:		
	Specific Training Facilities You Are Interested In:				

COURSE CODE/COURSE NAME	Class Length	Estimated Trainer Prep Time	Estimated Facilitator Prep Time	Trainer Commitment Courses	Facilitator Commitment Courses	Minimum Course Commitment
eMARS 101 Intro to eMARS	1/2 day	5 Days				
eMARS 110 Chart of Accounts	1/2 day	5 Days	2 Days			
eMARS 201 General Accounting Overview	1/2 day	5 Days	2 Days			
eMARS 202 Centralized General Accounting	1/2 day	5 Days	2 Days			
eMARS 310 Operating & Management Budgets	1/2 day	5 Days	2 Days			
eMARS 320 Capital & Revenue Budgets	1 day	5 Days	2 Days			
eMARS 410 Cash Receipt Processing	1/2 day	5 Days	2 Days			
eMARS 420 Accounts Receivable	1/2 day	5 Days	2 Days			
eMARS 501 Cost Accounting - Projects & Grants	1 day	5 Days	2 Days			
eMARS 601 General Procurement	1 day	5 Days	2 Days			
eMARS 602 Advanced Procurement	1 day	5 Days	2 Days			
eMARS 603 Personal Service Contracting	1 day	5 Days	2 Days			

eMARS | Management Administrative & Reporting System

Name:		Home Phone:		Cell Phone:
Work Address:			Work Phone & Ext.	
Home Address (Including City)				
Cabinet Name & Number:				
Department Name & Number:				
Available to Travel:		Dates Not Available:		
Specific Training Facilities You Are Interested In:				

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eMARS 202 Centralized General Accounting	1/2 day	5 Days	2 Days			
eMARS 310 Operating & Management Budgets	1/2 day	5 Days	2 Days			
eMARS 320 Capital & Revenue Budgets	1 day	5 Days	2 Days			
eMARS 410 Cash Receipt Processing	1/2 day	5 Days	2 Days			
eMARS 420 Accounts Receivable	1/2 day	5 Days	2 Days			
eMARS 501 Cost Accounting - Projects & Grants	1 day	5 Days	2 Days			
eMARS 601 General Procurement	1 day	5 Days	2 Days			
eMARS 602 Advanced Procurement	1 day	5 Days	2 Days			
eMARS 603 Personal Service Contracting	1 day	5 Days	2 Days			

eMARS Training Facilities

Training Facilities

- **Where are the eMARS Training Center Locations?**

Frankfort

– *Capitol Annex*	*Room 177, Capitol Avenue*
– *Capitol Annex*	*Room 195-B, Capitol Avenue*
– *EPPC*	*Ash Building*
– *EPPC*	*Capital Plaza Tower 14th Floor*
– *EPPC- Workers Claims*	*657 Chamberlin Avenue*
– *EPPC – Labor*	*US 127*
– *KYTC Building*	*200 Mero Street*
– *Personnel*	*801 Teton Trail*
– *KHEAA Building*	*100 Airport Road*
– Revenue	200 Fair Oaks, Rooms D & E

- **Where are the eMARS Training Center Locations?**

Field Sites

– *KYTC – District #2*	*Madisonville*
– *KYTC – District #3*	*Bowling Green*
– *KYTC – District #4*	*Elizabethtown*
– *KYTC – District #8*	*Somerset*
– *KYTC – District #10*	*Jackson*
– *KYTC – District #11*	*Manchester*
– *DCJT – EKU*	*Richmond*
– *Ky Fair Board Training Room*	*Louisville*
– *CHFS*	*Paducah*

Training Home Base Team

Training Home Base Team

– Contact Home Base Training Team
  eMARS.homebase@ky.gov

– Capitol Annex, 4th Floor, Room 460

– Distribution/Collection Point

  • Sign In Sheets

– Phone: 502-564-9641

– Problem Resolution

Elluminate eLearning Software

Elluminate

- Virtual classroom concept
- Trainers teach from a designated area
- Participants follow along with trainer
- On-line training
- Designated virtual classroom locations
- Ability for Trainees to hear & ask questions
- Facilitators
- February 15-16-17 Training

Elluminate

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* indicates required field.

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* Last Name:

Company Name:

Title within Company:

Organization Type: Choose Option

* E-mail Address:

* State / Province: Other

* Country: United States

* Area Code and Phone

Note: After we create an account for you, we will automatically enroll you in the selected event and send you a confirmation E-Mail with details on how to join the event. **We require an active E-Mail Address in order to send this confirmation E-Mail.**

Done   Internet

Elluminate

Roles & Responsibilities

Trainer Roles & Responsibilities

- Complete T3 program for specified classes
- Take notes and prepare
- Ask Questions
- Practice delivery in training environment
- Complete Elluminate Part 1 and Part 2
- Speak clearly, slowly – don't move too fast
- Don't assume anything
- Follow the lead of the Facilitator who is your eyes.

- Complete T3 program for specified classes
- Ask Questions - Take notes and prepare
- Complete Elluminate Part 1 and Part 2
- Keep your eyes on the participants
- Willingness to assist ALL users
- One on one help
- Help keep class on track
- Parking lot questions without answers
- Be the eyes of the Instructor

Train the Trainer (T3)

- Course Materials

- Instructor Notes

- Facilitator Notes

- Tips & Tricks

- Refer to T3 Training Schedule – still subject to change

T3 Schedule

February 2006 — Training Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
			1	2	3
5	6	7	8	9	10
12	13	14	15 **ALL DAY** **801 Inventory** **ALL DAY** **Elluminate T-T-T**	16 **ALL DAY** **Elluminate T-T-T**	17 **ALL DAY** **Elluminate T-T-T**
19	20 **PM - 101 Intro** **Presentation**	21 **AM - 101 Intro** **Presentation** **PM - 101 Intro** **Presentation**	22 **AM – 101 Intro** **ISG** **PM – 101 Intro** **ISG**	23 **AM – 101 Intro** **ISG** **PM – 101 Intro** **ISG**	24
26	27 **AM - 110 Chart of** **Accounts** **PM - 310 Oper /** **Mgt Budgets**	28 **AM - 110 Chart of** **Accounts** **PM - 310 Oper /** **Mgt Budgets**			

T3 Schedule

March 2006 — Training Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
			1 AM - 201 General Accounting PM – 410 Cash Receipts Process	2 AM - 410 Cash Receipts Process PM - 201 General Accounting	3 ALL – 320 Capital / Revenue Budgets
	6 AM - 420 Rev / Accts Receivable PM - 901 Fixed Assets	7 AM - 901 Fixed Assets PM – 420 Rev / Accts Receivable	8 ALL DAY – 501 Cost Accounting	9 ALL DAY - 501 Cost Accounting	10 ALL DAY - 510 Cost Allocation
12	13 AM - 1101 Standard Reports PM – 1101 Standard Reports	14 ALL DAY - 1110 Custom Reporting	15 AM – 1002 Centralized CW PM - 1003 Decentralized CW	16 AM - 702 Disbursements PM - 610 Procurement Card Administration	17 AM - 610 Procurement Card Administration
19	20 ALL DAY - 601 General Procurement	21 ALL DAY - 602 Advanced Procurement	22 ALL DAY - 601 General Procurement	23 ALL DAY - 602 Advanced Procurement	24 ALL DAY - 603 Personal Service Contracts
26	27 ALL DAY - 1320 Accounts Payable	28 ALL DAY - 1320 Accounts Payable	29 ALL DAY – 801 Inventory	30	31

eMARS Training Approach

- ## eMARS Training Approach

  - **Presentations** – Key to providing end users with understanding.

  - **ILT** – Instructor Led Training

  - **eLearning "virtual classroom"** – Facilitators will be overseeing classrooms.

  - **ISG's** – Independent Study Guides

  - **Video Help** – Provides a watch and learn technique

eMARS Course Descriptions

- Intro to eMARS
- Chart of Accounts
- General Accounting Overview
- Centralized General Accounting
- Operating & Management Budgets
- Capital and Revenue Budgets
- Cash Receipt Processing
- Accounts Receivable

- Cost Accounting – Projects & Grants
- Cost Allocation
- General Procurement
- Advanced Procurement
- Personal Service Contracting
- Procurement Card Administration
- Centralized Disbursements
- Decentralized Disbursements

- Inventory
- Fixed Assets
- Centralized Check Writer
- Decentralized Check Writer
- Standard reporting
- Custom Reporting
- Travel
- General Accounts Payable
- Accounts Payable

Key Dates

- Elluminate Training for Trainers   2/15-17/06

- T3 Schedule Dates   2/15 – 3/29/06

- End User Training   3/16/06– 6/30/06

- eMARS Partial Implementation   5/15/06

- eMARS Full Implementation   7/1/06

Next Steps

- Turn in Data Sheet before you leave

- Notify Supervisor

- Confirm commitments with dept heads and supervisors.

- Clear your Schedules

- Be Flexible

- Practice… Practice… Practice
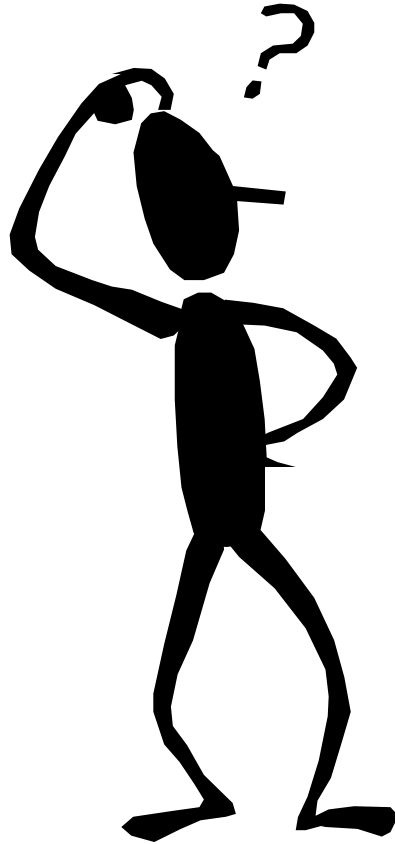
Questions?

- Thank you for willingness to assist us
- Challenge & learning experience for all
- Agencies will benefit with you as a resource
- Questions/Concerns